

Hospitality Ministry Worker

The heart involved: One that loves to serve others and help them feel welcome.

Scheduling details:

- Ministry Scheduler will poll for availability for each two-month cycle and will generate schedule.
- Each hospitality ministry worker typically serves two weeks during each two month cycle.
- Contact the Hospitality Coordinator if you are unable to come when scheduled.

The practical tasks involved:

- What to bring on Sunday morning:
 - Prepare/provide baked good and healthy alternative (e.g., fruit, healthy baked good).
 - Note that coffee supplies, cups/napkins/etc., juice, and crackers are supplied.
- On Sunday morning arrive by 9:15 a.m.
- Make luscious coffee (needs up to 45 minutes to brew).
- Set up entire Hospitality Center (tables and totes are delivered by Setup Crew):
 - Information area
 - Missions area
 - Bookstore area
 - Refreshments area
- On Communion Sunday, prepare the Communion elements.
- Join us at 10:10 a.m. for pre-service prayer in the Prayer Room.
- Work the Hospitality Center before and after the service.
- Find creative ways to make sure that everyone has opportunity to partake:
 - Use barrier to guard food when hospitality table not open.
 - Proactively serve people (enlist a faithful helper if necessary).
 - Say “no” to kids who are taking too much; speak with their parents if necessary.
- Fill out re-order form (if anything needed) and give to Hospitality Coordinator.
- If you need to make any emergency supply purchases, you may submit the receipt to the Financial Administrator for reimbursement (you will need to fill out a short form).
- Clean up the Hospitality Center and put everything into totes.
- Tie up the garbage bag so that it's ready to go out to one of the dumpsters.

Contacts: See bulletin for Hospitality Coordinator, Ministry Scheduler & Financial Administrator.